

## Application for a leave of absence

Leave of absence in lieu of re-enrolment



Please tick as appropriate:

- for Winter Semester \_\_\_\_\_  
 for Summer Semester \_\_\_\_\_

Zentrum für studentische und akademische  
Angelegenheiten  
Centre for Student and Academic Affairs  
Altonaer Straße 25, 99085 Erfurt

Email: [studierendenservice@fh-erfurt.de](mailto:studierendenservice@fh-erfurt.de)

### 1. Personal Details

|   |       |                   |
|---|-------|-------------------|
| Last name, first name                               |       | Date of birth     |
| Address (street, house number, postcode, town/city) |       | Student ID number |
| Telephone number                                    | Email |                   |

### 2. Application Details

**Degree course** (including title of qualification and department)

**Reason for the leave of absence** (please tick as appropriate)

- |   |  |
|---|--|
| <input type="checkbox"/> maternity leave and/or parental leave<br>(please attach the child's birth certificate and proof from the residents' registration office that you live in the same household) | <input type="checkbox"/> participation in FH Erfurt committees, the student body or in the administrative board of Student Services<br>(please attach appropriate proof) |
| <input type="checkbox"/> illness<br>(please attach doctor's certificate)  | <input type="checkbox"/> study-related stay abroad<br>(please attach appropriate proof)  |
| <input type="checkbox"/> caring for a family member<br>(please attach appropriate proof)  | <input type="checkbox"/> other reasons:<br>(please attach appropriate proof)   |

**I hereby certify that the information I have provided is correct and complete. I have read and understood the information and regulations regarding leave of absence.**

|                 |                        |
|-----------------|------------------------|
| Town/city, date | Signature of applicant |
|-----------------|------------------------|

#### Information:

- Students who have an important reason for not being able to devote at least half of their working time to their studies can be granted leave of absence from their studies upon written application (§11 of the Enrolment Regulations of the University of Applied Sciences Erfurt from 11.09.2019).
- Leave of absence must be applied for within the deadline for re-enrolment for the following semester.
- Retroactive leave of absence for a completed semester is not permitted.
- Leave of absence is granted for one semester; as a rule, it can be granted for up to a total of two semesters within the duration of a degree course.
- **Students on leave of absence are exempt from paying the semester ticket if the leave of absence was applied for within the deadline for re-enrolment. On request, students on leave of absence can purchase the semester ticket by transferring the entire semester fee.**